

Job Description: Organist (Part-time, Salaried, Exempt)

Dover Congregational United Church of Christ

2239 Dover Center Road, Westlake, OH 44017

Position Summary

Dover Congregational UCC is seeking a talented and dedicated Organist to support our vibrant worship life through music. The Organist provides musical leadership for weekly worship services and choir rehearsals and enhances our congregation's worship experience through thoughtful, expressive performance. The Organist reports to the Music Director and is responsible to the Minister and Council.

Key Responsibilities

- Provide organ and/or piano music for weekly worship services.
- Accompany choir rehearsals and special music presentations.
- Prepare appropriate prelude, offertory, communion, and postlude music each week.
- Support the Music Director in planning and executing music for worship.
- Participate in the musical leadership of the church's worship program.
- Play for special and holiday services as assigned (e.g., Christmas Eve, Maundy Thursday, etc.).
- Provide music for weddings, funerals, and other special events as requested (paid separately).
- Coordinate and budget for piano tuning and organ maintenance with the Music Director.
- Notify the Music Director of any planned absences at least two weeks in advance.
- Arrange for qualified substitutes when taking vacation or approved absences.

Schedule

- Wednesday Choir Rehearsal: 7:00–8:00 p.m. (September through early June)
- Sunday Early Service: 8:15–8:50 a.m.
- Sunday Choir Rehearsal: 9:15–9:45 a.m. (September through early June)
- Sunday Main Service: 10:00–11:00 a.m.
- Additional rehearsals, services, or events as scheduled in coordination with the Music Director.

Compensation and Benefits

- Part-time, salaried position; exempt from overtime.
- Salary commensurate with experience, paid biweekly.
- Weddings and memorial services compensated separately.
- Three (3) paid Sundays of vacation annually.
 - Organist is responsible for arranging qualified substitutes during all absences.

Qualifications

- Excellent music reading skills and proficiency in organ and piano performance.
- Experience accompanying choirs and congregational singing.
- Familiarity with church music and liturgical traditions.
- Ability to collaborate effectively with the Music Director, choir, and clergy.
- Reliability, musical preparation, and professional conduct are essential.

Equal Opportunity, Diversity, and Non-Discrimination

Dover UCC operates under principles of its mission statement and will not discriminate on the basis of race, color, religion, sex, national origin, handicap, age, ancestry, sexual orientation, military status, or veteran's status.